

**CITY OF COLUMBIA HEIGHTS  
OPEN COMPETITIVE  
EMPLOYMENT OPPORTUNITY**

Date: November 5, 2015

**POSITION:** **ASSOCIATE PLANNER**

**POSITION SUMMARY:** This is a highly responsible position within the Community Development Department with the primary focus on economic development, including housing and commercial redevelopment support, grants and contracts administration, and research. A secondary focus will include management of internal and external communication tools, including website administration, interaction with local press, and the creation of new and innovative methods of interaction with residents and local businesses.

**REQUIRED QUALIFICATIONS:** Bachelor's degree in Urban Planning, Public Administration, Public Finance, or related field; one year experience with Microsoft Office software (Word, Excel, and PowerPoint); previous public sector work experience, such as an internship, in planning, zoning, economic development, or grant writing; and a valid driver's license.

**DESIRED QUALIFICATIONS:** Two or more years of progressively responsible public sector experience in planning, zoning, economic development, or grant writing; Master's Degree in Urban Planning, Public Administration, Public Finance, or a related field.

**SALARY:** \$3,399 - \$3,863 per month, plus benefits

**APPLICATION PROCEDURE:** City applications are available from the City Hall Information Window, for download from the City's website at [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov), or by e-mailing [nbecker@columbiaheightsmn.gov](mailto:nbecker@columbiaheightsmn.gov). To be considered for this position, applicants must submit a cover letter, resume, and completed City application to Kelli Bourgeois, Human Resources Director / Assistant to the City Manager, City of Columbia Heights, 590 40th Avenue N.E., Columbia Heights, MN 55421, or via e-mail to [nbecker@columbiaheightsmn.gov](mailto:nbecker@columbiaheightsmn.gov) no later than 4:45 P.M., Monday, November 23, 2015.

**SELECTION PROCEDURE:** Applicants will be evaluated on the following criteria:  
Experience & Training Rating.....50%  
Oral Interview .....50%

**CLOSING DATE:** Applications accepted until 4:45 P.M., Monday, November 23, 2015.

**EOE M/F/V/H**

**The City of Columbia Heights does not discriminate on the basis  
of disability in employment or the provision of services**